



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 14-04-907
AMENDMENT # TWO
FOR OFFICE SPACE IN MEMPHIS, SHELBY COUNTY,
TENNESSEE

DATE: November 20, 2014

RFP # 1404907 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFP Advertised		11/10/2014
2. Disability Accommodation Request Deadline		11/12/2014
3. Pre-proposal Conference	11:00 a.m.	11/13/2014
4. Notice of Intent to Propose		11/14/2014
5. Written "Questions & Comments" Deadline		11/14/2014
6. State Response to Written "Questions & Comments"		11/20/2014
7. Proposal Deadline	2:00 p.m.	11/25/2014
8. State Completion of Qualitative Proposal Evaluations		12/4/2014
9. State Opening of Cost Proposals		12/5/2014
10. State Completion of Cost Proposal Evaluations		12/15/2014
11. State Completion of Negotiations and Negotiated Cost Proposal Evaluations		1/8/2015
12. State Notice of Intent to Award Issued <u>and</u> RFP Files Opened for Public Inspection		1/9/2015
13. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		1/20/2015
14. Lease is circulated to successful Proposer for signature		1/28/2015
15. Lease Signature Deadline		2/5/2015
16. Delivery Date for Construction		4/1/2015
17. Substantial Completion Date		8/1/2015

18. Certificate of Occupancy Date		8/1/2015
19. Lease Commencement/Occupancy Date		9/1/2015

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT		STATE RESPONSE
1	Could you provide more information regarding the use and timing for the approximately 46,000 rsf?	It is intended that this will be a client facing facility. It will be used for administrative offices for case work, which also involves DCS clients coming into the facility for drug testing, children's supervised visitations, foster parent training and consulting, etc. There will be children on site as well as parents and/or foster custodians. However, the State reserves the right to change the use to another State function.
2	On Item 2.1 - RFP Schedule of Events, it states on Item 16 Delivery Date for Construction to be 4/1/2015, additionally it states on Item 15 that Lease Signature Deadline is 2/5/2015. This allows the Landlord 54 days from Lease execution to meet the Landlord Delivery. What additional time provisions is the State willing to allow the Landlord in order to meet the required Landlord Delivery?	The State may consider proposals which offer different dates than the Schedule of Events. However, the dates in the Schedule of Events for Substantial Completion and Lease Commencement should be considered to be outside dates which should not be modified. Please specify any changes to the Schedule of Events that are part of a proposal.
3	Will the state be willing to move into three contiguous floors on a high rise building - floors 13, 14 and 15?	Yes that scenario will be considered, but the State will also consider the security impacts on our visitors as well as the remaining floors. The State will also consider the impact on our operations of such a space.
4	How much will a "termination for cause" be factored into evaluation and lease award?	Paragraph 6 of Exhibit A to the Lease is highly important to the State. Terminations for Cause as a result of loss or lack of funding are a requirement of the law. Any proposed cost related to these termination options will be included in the cost evaluation in accordance with Paragraph 5.3.2. Cost Proposal Evaluation. Proposers are encouraged to submit alternative proposals which assist the State in quantifying its cost related to termination options.
5	Please explain density for HVAC.	The last bullet point in paragraph B.2 of RFP Attachment 6.2, Section B, asks, "What is the maximum density Landlord's HVAC system is designed to accommodate?" ASHRAE design criteria for outside air intake is based on density of occupants. Further, cooling demand calculations include heat load from occupants. Therefore, the State desires to know that its intended occupancy is within the design criteria of the building's HVAC

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	system.
6 Please explain depth of parking field.	The depth of parking field is the furthest distance from a parking space to an entrance to the building. The depth of parking will be a consideration in evaluating the parking as a whole and the property's ability to enable the Agency to serve its customers.
7 To what extent will the LED lighting be required for the building which is not occupied by the state.	LED lighting is only requested for the State's premises. If the building is a multi-tenant building and the space is not separately metered, then the difference between the State's lighting power consumption and other tenants' lighting power consumption will be calculated as part of Operating Expenses.
8 Does the State have a need for generator capabilities?	No, there is not a need for a generator at this location.
9 What are the traffic patterns for visitors coming to visit the State?	The traffic patterns are based on caseloads and specifics of each individual case, so the State cannot determine traffic patterns of clients visiting the office. Each caseload of each worker is different based on individual client needs, whether it is visits with the psychologist, parental visits, health screening, etc. There will be over 150 case workers at this location, and each may have as many as 12-15 cases ongoing at one time.
10 How many visitors will there be on a daily basis and what general times will they be visiting?	It is difficult to establish a peak time and number of visitors during that time due to the nature of the work conducted. The case load of each worker is different based on individual client needs, whether it is visits with the psychologist, parental visits, health screening, etc. There are over 150 case workers at this location; each may have as many as 12-15 cases ongoing at one time; and each case could generate visitors to the office at different points within each case.
11 Will these visitors be visiting the State after-hours?	Yes, visits could happen at any time of the day or night, but are typically during normal business hours. Also, there may be the need from time to time to perform after-hours training of foster parents.
12 Will there be visitors on the weekend?	Yes, visits could happen at any time, but are typically during normal business hours.
13 When these visitors are visiting the State is it generally a quick visit or will they be visiting the State for long periods of time?	This will vary on a case-by-case basis, based on the individual needs of each case.
14 In Section 1.2.2 could you please provide more detail regarding the exact use and how often children might be spending the night?	Children do not spend the night at the facility. They are held in safe haven until arrangements can be made for temporary shelter.
15 Please confirm if utilities are included in the Monthly Rental Installments, the Tenant will reimburse the Landlord annually for the cost of utilities in excess of \$1.75 psf?	While the RFP requests full service operating expenses inclusive of utilities, the State is open to other structures for utility costs. The Proposer should make its most advantageous proposal to the State based on its specific building type and

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	situation. Reimbursement above \$1.75 psf is one example of an alternative structure but it is not preferred over other, potentially advantageous, structures.
16 Please describe what is required of the building regarding Energy Star?	The Landlord would need to go to the Energy Star website and create a free Portfolio Manager's account. Once the account is created, they would need to enter one year's worth of utility invoices into Portfolio Manager from the most current billing invoice received, going back twelve (12) months for Electricity, Natural Gas, Chilled Water, and Steam. After a year's worth of utility data is entered into Portfolio Manager, an Energy Star score will be generated for the building. The Landlord would then need to provide the State with either an electronic or hard copy of the building's Energy Star score. Additionally, for verification purposes the Landlord will need to provide either hard or electronic copies of the billing invoices that they used as their baseline input into Portfolio Manager, per the request of the State."
17 Will the State visitors be required to check-in similar to the former Donnelly J. Hill and One Commerce Square process?	If the proposed building has a multi-tenant lobby, the State does not require a separate visitor check-in at the lobby. The State will require sufficient signage in the lobby to direct its visitors to the appropriate location within the building.
18 What is the importance of the requirements proximity to 40 S. Main (One Commerce Square)?	The proximity to One Commerce Square is a qualitative preference. The preference is for convenience of operations, i.e. meetings of management, site reviews, etc.
19 Is there a preference to have a building unto themselves versus a multi-tenant property?	A single tenant building is preferred from a security standpoint. However, ground level, multi-tenant buildings, such as a strip mall with adequate parking has worked well in the past. In a multi-tenant, multi-level building, the predominant consideration is security. As explained in a question above, the security consideration is compounded in a multi-level, multi-tenant scenario.